

# MANEA PARISH COUNCIL

## MINUTES OF MEETING

22 NOVEMBER 2010 – 7.00 pm.

**Present:** Councillor Emery, Chairman; Councillors Archer, Buckton, Mrs Desborough, Jolley, Lockett and Risbridger.

**Apologies:** Councillors Cole and Mrs Palmby.

The minutes of the meeting of 18 October 2010 were confirmed and signed.

### M79/10 Matters arising from minutes of last meeting

#### (1) Open space at Station Road/Jolley Close, Manea (minute M67/10 (1))

The Clerk reported that the situation had not changed since that reported at minute M67/10 (1).

Members decided that the current situation be noted.

#### (2) Street Lighting (Minute M67/10 (2))

The Clerk reported information provided by Mr Pain, Corporate Director at Fenland District Council, in relation to the investigations that he had undertaken regarding the lamp columns which are the subject of repair or replacement by Fenland District Council (FDC), including the lamp column which had been removed following damage caused by one of FDC's refuse vehicles.

Members decided that the information be noted.

#### (3) Manea Parish Plan (minute M67/10 (3))

The Clerk reported that

- the public meeting has been arranged for 9 December 2010, commencing at 7.00 pm, at Manea Village Hall;
- 18 letters of invitation to the public meeting had been sent to the key stakeholders identified by Councillor Lockett and the Secretary/Treasurer to the Village Hall Committee;
- letters of invitation had also been sent to other members of the community who engage with the Parish Council, including the members of the Sub-Committee;
- a poster, advertising the public meeting had been produced and circulated to certain stakeholders.
- Mr R McGivern, Community Development Officer at Fenland District Council, had confirmed that would attend the public meeting to explain to attendees at the public meeting both the purpose of producing a community-led plan and the process involved.

Members discussed the operational aspects of the public meeting and methods for recording interest from those attendees who would be prepared to become members of the Steering Group.

Members decided that

- (1) the current situation be noted;

(2) members would make efforts to maximise public attendance at the meeting on 9 December 2010;

(3) the Clerk would produce the necessary documentation for recording interest from those attendees who would be prepared to become members of the Steering Group.

### **M80/10 Planning enforcement**

Further to minute M67/10 (4), members received a presentation from Mr N Seaton, Building Control and Planning Compliance Manager at Fenland District Council (FDC), and B Tilley, Planning Compliance Officer at FDC, on the current progress situation in relation to planning enforcement investigations and cases in Manea as well as an overview of the ways in which the Planning Compliance Team uses the legislative powers available to tackle unauthorised developments across the district.

Mr Seaton expressed the opinion that the Planning Compliance Team is now up-to-date in terms of investigating all of the alleged and actual breaches of planning control in Manea and he circulated a document which details the current situation in the village. He informed members of the ways in which local councils and District Councillors are kept informed of the activities of the Planning Compliance Team as they relate to particular parishes and district wards. He added that members of the public can check on compliance investigations and cases via the District Council's website.

Mr Seaton explained that there had been difficulties in the past in the team responding quickly to reports of alleged breaches of planning control; this was due to staff shortages, including sickness absence, in the Planning Compliance Team. The team is now at "full strength" and is able to respond quickly to reports from the public and local councils.

Mr Tilley responded to members' requests for information in relation to certain compliance investigations in Manea. In addition, he explained briefly the process followed by the Planning Compliance Team in investigating allegations of unauthorised development works; he informed members that the Planning Compliance Team is currently dealing with 220 investigations/cases across Fenland.

Members decided that the information reported Mr Seaton and Mr Tilley be noted.

### **M81/10 Youth Services in Cambridgeshire and support for young people in Manea**

Members received a presentation from Mrs A Calvert, Manager of the County Council's Locality Team for March and Chatteris, and Mr R McGivern, Community Development Officer at Fenland District Council, in relation to the new Integrated Youth Support Service at the County Council and a transport project for young people in Manea.

Mrs Calvert explained the role of the Locality Team and the services that it provides within the March and Chatteris Locality, which includes Manea. She made reference the very successful Youth Club in Manea and the Parish Council's support for the club.

Mrs Calvert then informed members of the implications for the Youth Service and Connexions of the budget reductions being imposed by the Government. In summary:

- the need to reduce expenditure on the youth work and Connexions services by £1m; this has meant merger of the two areas of service to create the Integrated Youth Support Service
- a reduction in the number of posts within the Youth Service in Fenland from 20.72 to 15.66 full-time equivalents
- a reduction in the level of service, which would result in services being targeted to areas of greatest need
- the closure of a number of Youth Clubs unless external funding can be secured.

Mrs Calvert enquired as to the possibility and likelihood of the Parish Council being able to provide funding to support continuation of the Manea Youth Club; she informed members that the cost of running the Manea Youth Club is approximately £7,000 per annum.

Mr R McGivern informed members that the Community Development Team at Fenland District Council has been working with the Locality Team and others to develop a transport project, whereby a group of young people are able to book a F.A.C.T minibus to go on trips, and that Manea had been selected as the pilot area for the project.

Mr McGivern stated that the aim is for the project, which is anticipated to launch in the early part of 2011, to be community-led, which will mean attracting volunteers within Manea to make the arrangements (such as co-ordinating the bookings). He informed members that he is looking for support from the Parish Council in helping to both promote the initiative and in recruiting volunteers.

Members decided that

- (1) the information reported by Mrs Calvert in relation to the Integrated Youth Support Service be noted and that she be invited to attend a future meeting to inform members of progress on operation of the new arrangements;
- (2) the details of the young people's transport project be noted and that the support sought from the Parish Council be provided.

#### **M82/10 Highway repairs**

Further to minute M67/10 (6), the Clerk informed members that the Local Highway Authority has ordered the repair of the three potholes in the vicinity of the junction of Wimblington Road with Station Road, Manea.

Members mentioned the need for carriageway repair works at various locations within the village, as follows:

- Park Road – two potholes in the vicinity of the playing field;
- Station Road – one pot hole near number 55;
- Glebe Close – incomplete repair work.

Members decided that

- (1) the information regarding the repair work to the carriageway in the vicinity of the junction of Wimblington Road with Station Road, Manea be noted;
- (2) the need for carriageway repair works at various locations within the village, as set out above, be brought to the attention of the Local Highway Authority.

#### **M83/10 Playing Field and play area issues**

- (1) Litter – further to minute M69/10 (1), the Clerk reported an e-mail from a local resident, in which the resident makes suggestions regarding the emptying of waste bins at the playing field.

The Clerk reported the results of discussions undertaken by Mr Pain, Corporate Director at Fenland District Council, with the relevant officer at Fenland District Council regarding the provision and emptying of waste bins. The action that has been taken by Fenland District Council in relation to the emptying of waste bins at the playing field had addressed the issues raised by the local resident.

In addition, the Clerk reported a letter from Manea United Football Club regarding litter and dog fouling at the playing field.

Members decided that

- (1) the current situation regarding the emptying of waste bins be noted;
  - (2) the content of the letter from Manea United Football Club (MUFC) be noted and that the club be informed that the Parish Council plans to consider options to address the situation and that it will take into account, as part of that consideration, the comments made by MUFC.
- (2) Skateboard Park – further to minute M69/10 (2), members discussed some operational issues in relation to the skateboard park and its use.

The Clerk presented again the invoice from the contractor for the additional works (drainage etc) that had been undertaken by the contractor at the request of Councillors Archer and Emery and he advised that payment of the invoice be approved.

Councillor Emery reported that both the advisory and naming signage agreed at minute M69/10 (2) had been purchased.

Councillor Emery reported on his discussions with a local electrical contractor regarding the options for providing lighting at the skateboard park, to enable it to be used in the evenings all year round. Members noted the suggestions of the electrical contractor but feel that further options should be considered, including a means of being able to prevent the lighting being used later than 9.00 pm.

Now that the skateboard park project is completed, members considered arranging an official opening of the facility.

Members decided that

- (1) the additional invoice submitted by the contractor be now paid by the Parish Council (see minute M86/10) but that the contractor be informed that members are, however, not entirely satisfied with the quality of the workmanship in the construction of the skateboard park, particularly the concrete works, and will certainly not be recommending the company to other local councils who may be looking to provide such a facility. Members also asked the Clerk to request Fenland District Council not to recommend or to use this company;
  - (2) Councillor Archer would make arrangements for an official opening of the skateboard park;
  - (3) Councillor Emery would discuss with the electrical contractor the further options suggested by members for providing lighting at the skateboard park.
- (3) Gala trailers – Councillor Emery informed members that, because of a recent attempted break-in to one of these trailers (which had been reported to the Police), Manea Gala Committee has decided to remove the trailers from the playing field.

Members decided that the information be noted.

- (4) Future development of facilities – further to minute M46/10 (1), Councillor Jolley suggested that it is now the appropriate time to submit the planning application for a new pavilion.

Members decided that Councillor Jolley would make the necessary arrangements for the architects engaged by the Parish Council to submit the planning application for a new pavilion.

- (5) Dogs – Members considered, again, how the problem of dog fouling at the playing field could be tackled.

Councillor Buckton suggested that perhaps the Parish Council should consider removing the “No Dogs” ruling in respect of the playing field and, instead, allowing the walking of dogs (on leads) around the perimeter of the field and promoting responsible dog ownership within the village.

Members decided that this matter be discussed at the next meeting of the Parish Council.

#### **M84/10 Planning applications/enforcement**

Members considered the following planning applications and decided to submit to the Local Planning Authority the comments set out (in italics) below:

- (1) Erection of 2 x 4-bed detached houses with associated parking and 2.3 metre high trellis topped close boarded fence, involving demolition of existing dwellings at 8 – 10 East Street, Manea – F/YR10/0772/F (applicant: Merrymac Farms).

*Object to the application, on the basis that the drainage/sewerage system on East Street is inadequate to accommodate any further development; the Parish Council recommends to the Local Planning Authority that no further development be permitted on East Street until the existing problems associated with the drainage/sewerage system have been resolved.*

- (2) Change of use from nursery (D1) to restaurant (A3) and takeaway (A5) involving the installation of an extractor flue at 5 High Street, Manea - F/YR10/0840/F (applicant: Mr Miah).

*That the application be supported, subject to there being no adverse impact upon local residents in relation to cooking odours from the premises and the absence of on-site parking facilities for customers.*

In addition, members noted that the Planning Compliance Team at Fenland District Council is investigating the Parish Council's concerns regarding unauthorised development at 3 Station Road, Manea.

#### **M85/10 Manea Pit**

Members received the minutes of the Sub-Committee meeting of 9 November 2010.

With regard to minute SC39/10, the Clerk reported that the two life jackets had now been received.

The Clerk reported the quotation obtained by Councillor Emery for an additional notice board at Manea Pit. However, members are of the opinion that, in the light of the current income and expenditure situation in respect of the pit, expenditure in the current financial year should be restricted to unavoidable items.

Members decided

- (1) that the contents of the Sub-Committee minutes, including the need to fund the purchase of feed for the new fish (minute SC40/10 refers), plus the update given by the Clerk, be noted;
- (2) not to proceed with the purchase of an additional notice board at this time but to await the new financial year.

## M86/10 Finance

The Clerk reported on the Parish Council's income and expenditure since the last meeting, as follows:

### Income

E Barnes	Allotment rent	£180.00
A Howell	Allotment rent	£180.00
C Howell	Allotment rent	£180.00
P Clarke	Allotment rent	£225.00
B Fletcher	Allotment rent	£180.00
C Barnes	Allotment rent	£22.50
J Lawrence	Allotment rent	£180.00
Fenland District Council	Recycling Credits	£51.68
Landin and Son	Interment fee – Irene Short	£140.00
<b>Total Income</b>		<b>£1,339.18</b>

### Expenditure

Russell Fowler	Earth works in relation to Manea Pit	£587.50
RPM Design and Print	Signs for skateboard park	£88.13
Manea Village Hall	Room hire on 18/10/10	£7.50
Public Works Loans Board	Loan re-payment	£95.39
Clever Curves Ltd	"Out of contract" works	£583.45
Crew Safe Ltd	Life jackets	£129.61
Fenland District Council	Replacement of street lamp FPC3	£1,277.03
Mrs A Ryman	Wages and expenses	£66.14
T Jordan	Salary (less income tax of £88.89), telephone, Broadband and other expenses	£451.39
David Cole	Reimbursement of cost of materials for pi	189.25
Richard Yardy	Disconnect electricity installation at Station Road, Manea	£35.25
<b>Total Expenditure</b>		<b>£3,510.64</b>

In addition, members considered the invitation from Fenland District Council to make application for a Concurrent Functions Grant and Additional Items expenditure for 2011/12 and the level of funding which should be sought via this process.

The Clerk informed members that it would be necessary to fix the Parish Council's Precept for 2011/12 at the next meeting and, consequently, he suggested that members should give thought prior to that meeting to any areas of additional spending that they may wish to incur in that financial year and beyond.

Members decided

- (1) upon a proposal from Councillor Emery, seconded by Councillor Mrs Desborough, that the income of £1,399.18 be noted and that the payments totalling £3,510.64 be authorised;
- (2) that the Parish Council makes an application to Fenland District Council (FDC) for a Concurrent Functions Grant for 2011/12 at the level awarded by FDC in 2010/11 plus an inflationary increase of 2.5%, together with a bid for Additional Items expenditure in relation to the purchase and installation of one additional street light in that financial year;
- (3) that the information and advice given by the Clerk in relation to fixing a Parish Precept be noted and acted upon.

## M87/10 Correspondence

- (1) Jointly Funded Minor Highways Improvements Programme 2011/12.

Further to minute M26/10 (2), the Clerk reported the outcome of the Jointly Funded Minor Highways Improvements Programme (JFMHI) bidding process for 2011/12.

The funding bid submitted by Manea Parish Council (i.e. for the provision of a raised carriageway crossing point in the vicinity of the Community Primary School (i.e. seeking finance for the scheme that the County Council had been unable to fund previously)) had not scored a sufficient number of points using the County Council's scoring system to be successful.

Members decided that the outcome of the JFMHI bidding process for 2011/12 be noted.

- (2) Magpas - request for a financial donation.

The Clerk reported a request from Magpas for a financial donation towards the cost of providing emergency medical care at the scenes of accidents within Cambridgeshire.

Members decided that a donation of £25.00 be made to Magpas.

- (3) Victim Support - request for a financial donation.

The Clerk reported a request from Victim Support for a financial donation towards the cost of providing support to people whose lives have been affected by crime.

Members decided that a donation of £25.00 be made to Victim Support.

- (4) Cambridgeshire Playing Fields Association newsletter: Autumn 2010.

The Clerk reported receipt of the latest edition of this newsletter.

Members decided that the document be circulated amongst members of the Parish Council.

- (5) Fenland District Council shops and contact centre – opening hours.

The Clerk reported a letter from Fenland District Council (FDC), consulting the Parish Council on proposed changes to the opening hours of the Fenland@yourservice shops and the contact centre.

The letter states that, subject to the outcome of consultation and subsequent approval by the Cabinet at FDC, the opening hours of its shops and contact centre on Mondays to Fridays will be 9.00 am to 5.00 pm (instead of 8.30 am to 5.30 pm) because of the low numbers of customers using these facilities during the first and last 30 minutes of the current opening times; no changes are proposed to the opening hours on Saturdays.

Members noted that the Town Councils in Fenland have been consulted upon the proposal and have all given it their support.

Members decided that the content of the letter be noted and to raise no objection to the District Council's proposal to reduce opening hours of its shops and contact centre.

- (6) Norfolk County Council Core Strategy and Minerals and Waste Development Plan – invitation to make representations.

The Clerk reported on the invitation from Norfolk County Council to make representations in respect of its Core Strategy and Minerals and Waste Development Plan, which is the subject of consultation between 22 October and 17 December 2010.

Members decided that they had no comments to make in response to this consultation exercise.

- (7) Joint meeting of local councils.

The Clerk reported an e-mail from the Clerk to Upwell Parish Council, making suggestions as to the structure, invitees and agenda setting for future joint meetings of local councils.

Upwell Parish Council, which will host, has set the date for the next meeting; 31 January 2011.

Members decided that the date of the next joint meeting of local councils be noted and that the issues raised in the e-mail from the Clerk to Upwell Parish Council be considered at the next meeting of Manea Parish Council.

- (8) Public rights of way, countryside access, and the Parish Plans Partnership.

The Clerk reported an invitation from the County Council for representatives of the Parish Council to a workshop/event, taking place at Over on 2 December 2010, to discuss the future of this service.

Members decided that the Parish Council be represented at the workshop/event by Councillor Archer.

- (9) Fenland Citizens' Advice Bureau – request for financial assistance

Further to minute M84/09 (4), the Clerk reported a letter of request from the Fenland Citizens' Advice Bureau (CAB) for continued financial assistance in relation to delivery of its outreach service in Manea.

The CAB states that it dealt with 517 new enquiries from residents in the Manea Ward in the last financial year.

The Parish Council places a significant value upon the assistance that is provided by the CAB to the residents of this rural community and, consequently, is prepared to offer continued financial support at the level of £40 per month (i.e. meeting 50% of the costs of providing the current level of service), for a further period of 6 months (i.e. equating to a sum of £240.00), subject to the current level of outreach service being maintained. Members indicated that they would be prepared to consider extension of this funding at conclusion of the 6 months period, provided that residents of Manea continue to require the current level of support from the CAB.

Members decided to

- (1) provide continued financial support towards the cost of the beneficial work that is undertaken by Fenland Citizens' Advice Bureau (CAB) for the benefit of Manea residents, on the basis outlined above;
- (2) request that the CAB makes it known to users of the service in Manea that the outreach service is supported financially by the Parish Council.

(10) Tenders for contracted bus services – consultation.

The Clerk reported on a consultation exercise being undertaken by the Passenger Transport Services Team at Cambridgeshire County Council in relation to the tenders for contracted bus services (i.e. those which receive a financial subsidy from the County Council), with effect from April 2011.

As part of this exercise, Parish Councils are being consulted upon the tendering options for each of these bus services. The services which are of relevance to the parish of Manea is number 56 (Benwick/Manea to March), operated by Norfolk Green.

Members decided that the County Council be informed, in response to the consultation, that, although understanding the need for bus services to be as commercially viable as possible, Manea Parish Council hopes that the County Council will, through its tendering exercise, endeavor to minimise any reduction in the level of bus services for Manea residents.

**M88/10 Items for Press Release or news stories**

Members decided that

- (1) no matters have arisen since the last Parish Council meeting that would benefit from being the subject of Press Release or news story for public attention;
- (2) they would consider, at the next meeting, when setting the Parish Precept for 2011/12, whether to examine the possibility of producing a Parish Newsletter.

**M89/10 Open Forum**

(1) **Burials in Manea Cemetery**

A resident of the village informed members of his concern and upset regarding the need to change the position of a burial plot that he had purchased in Manea Cemetery. The need came to light recently upon the burial of another member of his family, when it became clear that, because of inaccurate positioning, by a grave digger, of one grave in that part of the cemetery. He added that the Clerk had met with him at the cemetery to agree a revised burial plot location and had amended the cemetery plans to accord with the Grant of Exclusive Rights of Burial certificate that had been issued.

Members expressed their regret for what had happened and apologised to the resident.

Members decided that

- (1) to ensure that graves are dug in the correct positions in future, to avoid this situation being repeated, a member of the Parish Council (possibly Councillor Cole or Councillor Jolley) would oversee the future grave digging at Manea Cemetery;
- (2) a copy of the updated cemetery plans be provided to the resident.

(2) **Charlemont Drive, Manea**

A representative of the residents of Charlemont Drive explained some of the difficulties being experienced by those residents because of the non-adoption of the estate - this includes the footways and carriageways, street lighting and open space – and sought information from the Parish Council as to which agencies are responsible

for the adoption of the various elements of the estate, as well as seeking members' advice as to how the difficulties could be addressed.

The representative stated that those people living on this estate feel "forgotten about" in terms of being part of the community of the village; residents would also like to see dog waste bins and a grit bin be provided at Charlemont Drive.

It was explained to the residents' representative that the responsibilities for adoption of the various elements of the estate lie with Cambridgeshire County Council and Fenland District Council but both agencies would only take such action once the infrastructure had been provided to adoptable standard; the Parish Council has no powers or liabilities in this regard

Members decided

(1) to lend their support to the efforts of residents to achieve adoption of Charlemont Drive;

(2) to accept the offer of Mr N Seaton of Fenland District Council (who was in attendance at the meeting for minute M80/10) to investigate the non-adoption issues and the possibility of providing dog waste bins at Charlemont Drive;

(3) that a grit bin be purchased for installation at Charlemont Drive.

**(3) 4 Acorn Lane, Manea**

The occupier of a property located in close proximity to the children's home at 4 Acorn Lane informed members of an incident, on the previous evening, whereby he and his wife had had been terrorised in their home by a couple of the young people who reside at the children's home.

The local residents suffered criminal damage to their property as well as verbal abuse, including threats to kill them both. The resident informed members that Castle Care, the company which operates the children's home, was made aware of the incident and that, consequently, a representative of the company had visited the residents.

The resident stated that the Police were called to the incident and officers subsequently arrested the young people concerned; he understands that charges for criminal damage and assault are to be brought against the offenders, who have been placed on bail until 13 December 2010.

Members decided to

(1) note the information reported by the local resident;

(2) invite Castle Care to send a representative of the company to the next meeting of the Parish Council;

(3) to accept the offer of Mrs A Calvert of Cambridgeshire County Council (who was in attendance at the meeting for minute M81/10) to contact the Quality Care Commission to explain the Parish Council's concerns regarding the manner in which the children's home at 4 Acorn Lane appears to be operated and the consequent impact upon the quality of life of Manea residents.

**M90/10 Next meeting**

Members were reminded that the next meeting of the Parish Council has been scheduled for 20 December 2010, commencing at 7.00 pm, at the Village Hall, School Lane, Manea.

Meeting finished at 9.35 pm

Signature:.....(Council Chairman).

Date:.....